

American Council of Engineering Companies of Hawaii

2011 Engineering Excellence Competition

LOCAL COMPETITION GUIDELINES

Dates to Remember:

Intent to Enter Form and Entry Fee due in ACECH by September 7, 2010

Notebook and Panel due in ACECH by October 29, 2010. (*Late penalty \$100 per day.*)

EEA Judging on December 2, 2010.

EEA Awards Banquet on January 16, 2011.

Notebook and Panel due to ACEC (Washington D.C.) competition on Jan. 7, 2011.

DO NOT submit material for national competition at this time. **Note that these guidelines, in general, follow the ACEC requirements, although ACEC has a few additional requirements.**

The display panel and written materials submitted to ACECH **will not be returned**. If you enter the ACEC competition, you will need a separate set of materials, including a separate display panel. (See the ACEC requirements in the ACEC brochure.)

****PLEASE NOTE – WE HAVE ELIMINATED THE LIVE PRESENTATION FOR JUDGING THIS YEAR. HOWEVER, WE DO REQUIRE A CONTACT PERSON TO BE AVAILABLE BY PHONE ON JUDGING DAY (December 2, 2010)**

NOTEBOOK REQUIREMENTS

PUT INTO ANY 3-RING NOTEBOOK OF YOUR CHOICE. Put your firm and name of your project on both the front and the side of your notebook. Note that much of the content of the notebook will also be included on a CD-ROM which you will also need to submit.

1. One copy of the **ACEC Official Entry Form***. (Save the original with the signatures on it to use if your project goes to the national competition.) – Form may be downloaded from ACEC website – http://www.acec.org/awards/2010_regform.pdf . The engineer, surveyor, client, and owner must all sign the Official Entry Form stating that the project was substantially completed and ready for use between November 1, 2008 and October 31, 2010. (include on CD-ROM). Category A and D entries must have been publicly disclosed by the client between Nov. 1, 2008 and Oct. 31, 2010.
2. One copy of a one page **Client/Owner Letter** addressed to ACECH from client/owner describing the relationship with the entrant in developing the project and how it exceeded the client/owner needs (include on CD-ROM).
3. One copy of an **Executive Summary**, not to exceed one page, describing the problem and solution. (include on CD-ROM).
4. One copy of a **Project Description** not to exceed six (6) pages total (include on CD-ROM). The description should include:
 - a. Role of entrant's firm in the project
 - b. Role of other consultants participating in the project
 - c. Brief description of the entrant's contribution to the project addressing each of the following: Original or Innovative Application of New or Existing Techniques, Future Value to the Engineering Profession, Social, Economic and Sustainable Design Considerations, Complexity, Exceeding Client/Owner Needs (include total project budgeted cost, total project actual cost, entrant's portion of the actual cost, scheduled and actual date of completion information from the ACEC Official Entry Form).

- d. As part of your Project Description – include a section called “Layman’s Description” in which you will describe in 200 words or less and in layman’s terms, why this project is unique.
5. One copy of a list of key participants on the project. Provide firm name, address, phone number, website and email address of each participant. Key participants should include contractors, subcontractors, other engineers, architects and other designers involved in the project.
6. One copy of a **Press Release** (not to exceed two pages), double spaced and stapled. Be sure to include the name of your contact person in your firm, and the firm phone number (in case there are questions).
7. **Photographs:** Six high quality 8.5” x 11” inch printed from digital files. All photos must have captions (describe what the photo illustrates) on the back and labeled: Photo 1, Photo 2, etc.. Three of the photographs must be of the completed project and provide the highest level of visual impact for publicity purposes. Three of the photographs should display the planning, start-up, and/or construction phases of the project. (include on CD-ROM: The required photos or graphics must be prepared as JPEG, RGB, 300dpi, sized to 8.5” x 11”); captions do not need to be included on the CD-ROM).
8. Three **CD-ROMs**. On each include: Power Point file with a total of 8 slides including title slide with name of the project followed by Photos 1-6 and the small version of the photographic display panel in Adobe PDF format, 600 dpi sized to 8” x 8).
9. Entries in Category A must be accompanied by a Supplementary Report containing findings portrayed with graphs, drawings, etc.
10. Entry fee of \$250 for ACECH member firms; \$500 for non-members. Entry fee must accompany your “Intent to Enter” Form due September 7, 2010.

*Official Entry Form Comments: If your firm was responsible for the entire project, then the Entrant’s portion of the Total Project Construction Budget should equal the Total Project Construction Budget. If your firm was not responsible for the entire project, then the Entrant’s Portion of the Total Project Construction Budget should be the amount of the project construction budget your firm was responsible for. This information is about project costs, not firm fees.

PANEL REQUIREMENTS

One photographic panel, 30” x 30” square with a rigid backing (this is different from ACEC’s, which must not be rigid so it can fit into a mailing tube) so it will stand on an easel. Panel must have matte finish.

THE PANEL WHICH YOU SUBMIT FOR LOCAL COMPETITION WILL NOT BE RETURNED TO YOU, BUT WILL REMAIN THE PROPERTY OF ACECH FOR DISPLAY AND P.R. PURPOSES.

Panels should use a maximum of six photos and or graphics. Each image should be a minimum of 7” x 5” or 35 sq. in. A background photo is not considered as one of the six.

The ACEC logo (download from <http://www.acec.org/awards/acecpanellogo.jpg>), title and location of the study or project, client/owners name and location, and entering firm’s name and location (minimum 32 pt. type) should be indicated on the front of the panel.

Leave a 2” x 2” space in the upper right hand corner of the panel that is free of text or images but carries the panel’s background scheme through this space. The blank space should not be left as a white square.

Panels are due for local competition on October 29, 2010.

NOTE: ACECH does not pay any royalties/fees for use of publicity photos. Please clear permission with your photographer before submitting and include a note to the effect that permission has been granted by the photographer.

American Council of Engineering Companies of Hawaii

**INTENT TO ENTER
ACECH 2010 ENGINEERING EXCELLENCE COMPETITION
Return form and entry fee to ACECH
P.O. Box 88840 Honolulu 96830 by September 7, 2010
EMAIL – gwright@acechawaii.org**

Entry Fee Enclosed \$ _____ (Member - \$250; Non Member - \$500)

FIRM NAME: _____

PHONE: _____ FAX: _____

CONTACT PERSON IN FIRM: _____

EMAIL ADDRESS OF CONTACT PERSON: _____

PROJECT NAME (As it should appear in PR and on Award Certificate)

LOCATION: _____

CLIENT: _____

OWNER: _____

WAS QBS (QUALIFICATIONS BASED SELECTION) USED AS A PART OF THE PROCUREMENT PROCESS FOR THIS PROJECT:

_____ YES _____ NO

***Note – QBS is not an requirement nor is it a part of the criteria for award.**

NAME OF PERSON WHO WILL BE AVAILABLE VIA PHONE ON JUDGING DAY (DECEMBER 2, 2010) SHOULD JUDGES HAVE ANY QUESTIONS:

NAME: _____ PHONE NUMBER(S) _____

Deadline for Notebook/Panels: October 29, 2010.

The following supplemental information is due on December 2, 2010.

Name of persons accepting awards at EEA Banquet on January 16, 2011. Please type or print legibly)

For Firm: _____

For Client: _____

For Owner(s) _____

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2011 Engineering Excellence Competition

Important Dates

September 7, 2010	Intent to Enter Forms and Payment due to ACECH Start inviting your client/guests
October 29, 2010	Panel and Notebook due to ACECH EEA Chair – John Katahira at The Limtiaco Consulting Group by 4:30 p.m.
November 1, 2010	ACECH will send out invitations to Awards Banquet
December 2, 2010	EEA Judging (Firm representative must be available by phone should judges have questions)
Dec. 2, 2010 – Jan. 16, 2011	EEA Public Relations activities by ACECH
January 16, 2011	EEA Banquet at Ko’olau Ballroom at Ko’olau Golf Club
Jan. 7, 2011	Notebook & Panel due to ACEC (Washington D.C.)
April 1, 2011	ACEC Awards Banquet in Washington D.C.

American Council of Engineering Companies of Hawaii

2011 Engineering Excellence Awards Competition Categories

CATEGORY A: Studies, Research and Consulting

Non-design services including but not limited to:

- New Products, Materials and Technologies
- Basic Research and Studies
- Expert Testimony
- Computer/Software Technology
- Technical Papers
- Public outreach/involvement

None of the projects entered in Category A can be involved with the preparation of construction documents.

CATEGORY B: Building/Technology Systems

- Mechanical/Electrical/Plumbing
- Computer/Technology
- Communications
- Acoustics
- Software Systems
- Sustainability or carbon neutrality
- Efficiency certification standards, e.g. LEED

CATEGORY C: Structural Systems

- Foundations
- Tunnels
- Buildings
- Seismic Designs
- Towers
- Bridges
- Sports Facilities

CATEGORY D: Surveying and Mapping Technology

- Geometrics, ALTA, Land Title & Rights Surveys
- Control, GPS, Monitoring or Construction Surveying
- Survey Mapping. GIS/LIS, Photogrammetry

CATEGORY E: Environmental

- Hazardous Waste
- Solid Waste
- Restoration/Reclamation
- Air Quality
- Noise
- Recycling
- Waste pond management
- Carbon sequestration and trading

CATEGORY F: Water and Wastewater

- Water Supply/Distribution/Treatment
- Wastewater Collection/Treatment and Disposal
- Industrial Waste
- Residuals Management
- Reuse

CATEGORY G: Water Resources

- Hydraulics and Hydrology
- Irrigation
- Storm Water Management
- Erosion Control
- Recreational Facilities
- Flood Control & Dams

CATEGORY H: Transportation

- Highways
- Railroads
- Airports
- Marine/Ports
- Public Transit
- Intermodal Facilities
- Inland water navigation

CATEGORY I: Special Projects

- Safety & Security
- Industrial processes/materials handling
- Mining, Metallurgy, Mineralogy
- Corrosion Protection
- Program and Construction Management
- Land Development

CATEGORY J: Small Projects

- Total project construction budget does not exceed \$1 Million
- Project under 1 Million not limited to small projects category, excluding Category A, at the entrant's discretion.

CATEGORY K: Energy

- Transmission and Distribution
- Power Generation
- Renewable Energy
- Cogeneration
- Energy Storage Technologies
- Energy Efficiency – New and Retrofit
- Energy Usage Reduction Programs
- Demand Side Management

CATEGORY L: Industrial and Manufacturing Processes and Facilities

- Petrochemical
- Biotech
- Manufacturing
- Heavy industry
- Industrial waste
- Materials handling
- Mining, metallurgy, mineralogy

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DEFINITIONS OF RATING GUIDELINES

1. **Original or Innovative Application of New or Existing Techniques:** **20%**
 - Does the entry demonstrate the use of a new branch of science or a breakthrough in the general knowledge of engineering?
 - Does the entry represent a unique application or different technology, techniques, materials, or equipment?

2. **Future Value to the Engineering Profession and Perception by the Public:** **20%**
 - Will the entry redefine current engineering thinking?
 - Does the entry advance a positive public image of engineering excellence?

3. **Social and Economic Considerations:** **20%**
 - Do the solutions identified produce secondary benefits of value to the community environment?
 - Does the entrant's approach provide society with social, economic or sustainable development benefits?
 - Does the entrant's contribution to the project improve the health, safety or welfare of the public or the affected environment?

4. **Complexity:** **20%**
 - Did the entry successfully address very complex criteria or unique problems?
 - Were extraordinary problems of site, location, hazardous conditions, project requirements or similar elements present?
 - Did the entry require the use of out of the ordinary technology or ingenuity for achievement of the project's goals?

5. **Meeting or Exceeding Owner/Client Needs:** **20%**
 - Did the engineer or entrant successfully engage the owner/client in the overall project development process?
 - Is it an economical and cost-effective solution?
 - How did final cost relate to original budget estimate?
 - How closely does the entrant's solution meet the total goals of the owner/client?
 - Did the entrant meet the client's time schedule?

American Council of Engineering Companies

PR BENEFITS FOR YOUR FIRM

Public Relations value for your firm includes:

- All entries are displayed during Engineers Week at a major display at a local shopping center.
- Winning projects have been shown on the cover of our annual membership directory for the last ten years. The directories are sent to City & County, State and Federal agencies, as well as other community groups and individuals.
- *Pacific Business News* highlights the EEA entrants in a featured insert sponsored by ACECH.
- Winning projects are also featured on the ACECH Website. ACEC Grand and Grand Conceptor Awardees are featured on ACEC's website.
- All panels are displayed during our Annual Convention.
- All ACEC entrants are honored at a gala event held in Washington D.C. In 2010, more than 500 people, including clients and members of Congress attended this event.
- Last year, the national finalist projects were featured in more than 100 publications about the EEA competition, reaching an estimated audience of 5.5 million people.
- Strengthens your client relationship. Entering our competition puts the client and consultant in a special category...it sets the engineer apart from other engineers, and it makes a client look good by virtue of its project being chosen to *enter a competition based on excellence*.
- Provides increased exposure to the engineering process, and hence the profession, to the general public.
- Generates pride in your employees' work., which is an intangible element that comprises the incentive to perform quality work and do one's best.

Use as a tool for giving positive feedback to your employees. Remember, even the people not directly involved in preparing the project helped keep the office running smoothly so that those meeting deadlines could devote their full time to the project. Set up a 5-10 minute time slot to stress the good work everyone did...include hosted breakfast rolls, mid-afternoon snack or similar.

Employees feel good about your project and the work they did on it, whether or not it was the top winner!

- Opens the door to pursue additional recognition for the same project. Because all the pertinent project information is together, new sources of public relations can be pursued.

Some suggestions include:

Do a major mailing to all clients, past, and present, and to potential client groups by using reprints of ads and/or your press releases on the project.

Add to your company brochure and/or portfolio of projects you present to prospective clients

Enter the same project in other design competitions

Publish an article on recent completion/uniqueness of project – try to get published in local newspapers (don't forget regional publications such as Downtown Planet, etc.), engineering or technical journals, and in your own firms' newsletters.

Don't forget this untapped market: All businesses have scads of magazines devoted to their own business interest. For example, if you have entered a hospital design, get a list of magazines your client's hospital administrator receives. Send an article about your unique hospital design to each of them. It's good PR for you, and your clients will appreciate reading about themselves and their brand new design.

Use picture of your project on the front of a holiday greeting card or a business announcement or note card. Flag it as an award-winning project.

- Use Your Panels:

Display in your office reception or conference room.

Display at tradeshow and in hospitality suites.

Keep reprints of ads or 8 x 11 sized reproductions of your display panels in your reception rooms for people to take them.